



JOB HUNTER CLASSES

WORKSOURCE YAKIMA



July 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Skills and Abilities (Rm. 6) 1:00 PM to 3:00 PM	3 WorkSource Strategies (Rm. 6) 1:00 PM to 3:00 PM	4 4th of July HOLIDAY Office Closed	5 Effective Resumes (Rm. 6) 1:00 PM to 3:00 PM Basic Computers 1 (Rm. 6) 3:00 PM – 5:00 PM	6 Interviewing Techniques (Rm. 5) 1:00 PM to 3:00 PM Basic Computers 2 (Rm. 6) 3:00 PM – 5:00 PM
9 Skills and Abilities (Rm. 6) 1:00 PM to 3:00 PM	10 WorkSource Strategies (Rm. 6) 1:00 PM to 3:00 PM	11 Perfecting Applications (Rm. 6) 1:00 PM to 3:00 PM KeyTrain (Rm. 6) 3:00 PM to 5:00 PM	12 Effective Resumes (Rm. 6) 1:00 PM to 3:00 PM	13 Interviewing Techniques (Rm. 5) 1:00 PM to 3:00 PM
16 Skills and Abilities (Rm. 6) 1:00 PM to 3:00 PM	17 WorkSource Strategies (Rm. 6) 1:00 PM to 3:00 PM	18 Perfecting Applications (Rm. 6) 1:00 PM to 3:00 PM KeyTrain (Rm. 6) 3:00 PM to 5:00 PM	19 Effective Resumes (Rm. 6) 1:00 PM to 3:00 PM Basic Computers 1 (Rm. 6) 3:00 PM – 5:00 PM	20 Interviewing Techniques (Rm. 5) 1:00 PM to 3:00 PM Basic Computers 2 (Rm. 6) 3:00 PM – 5:00 PM
23 Skills and Abilities (Rm. 6) 1:00 PM to 3:00 PM	24 WorkSource Strategies (Rm. 6) 1:00 PM to 3:00 PM	25 Perfecting Applications (Rm. 6) 1:00 PM to 3:00 PM KeyTrain (Rm. 6) 3:00 PM to 5:00 PM	26 Effective Resumes (Rm. 6) 1:00 PM to 3:00 PM	27 Interviewing Techniques (Rm. 5) 1:00 PM to 3:00 PM
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If interested in attending Workshops please sign up at the front counter, with your counselor or with a WorkSource Specialist.
Questions contact: WorkSource @ 509-574-0105.

WorkSource Yakima

JOB HUNTER WORKSHOP SERIES OVERVIEW

Skills and Abilities Analysis

Monday – 1pm – 3pm

Today's economy requires workers who can transfer skills from one work setting to another. In this workshop, you will learn to identify, demonstrate, present, and package your skills and personal qualities. You will also learn oral communication skills by practicing a brief, high impact presentation of yourself to potential employers.

WorkSource Strategies

Tuesday – 1pm – 3pm

In this workshop, you will learn which job search method works best for you. You will be provided with tips on the value of labor market information. We will introduce other strategies such as networking, informational interviewing, utilizing the go2worksource website, and other internet sites to help locate jobs. Finding out about employers in your area, and creating a strategy of targeted job search will be your key to success.

Perfecting Applications

Wednesday – 1pm – 3pm

An important part of any job search is to understand the employer's point of view. In this workshop, you will learn how employers read applications, and how to better prepare yourself to meet employer expectations. You will learn how to organize, write, and communicate your skills and abilities in a way that will get the attention of employers. You will leave with a master application that will help you develop a resume.

Effective Resumes

Thursday – 1pm – 3pm

Successful job seekers take the time to recognize what employers want, and learn how to communicate with a prospective employer. During this workshop, you will find out what resume and cover letter formats best display your skills, knowledge and abilities in order to attract employers to want to interview you! You will also discover the importance of e-mails and learn how to attach documents to your e-mail so you can send required information to employers.

Interviewing Techniques

Friday – 1pm – 3pm

In this workshop, you will learn valuable interviewing tips and have the chance to practice answers to the difficult questions asked by employers. In this supportive environment, you will learn what the frequently asked questions are and the type of answers you need. Being able to handle the interview is a necessity!

KeyTrain Courses:

Wednesday - 3pm – 5pm

KeyTrain is a comprehensive, yet easy-to-use curriculum to improve the basic transferable skills that all employers look for. Using KeyTrain, you can assess your current skills people skills in teamwork and time-management, as well the more academic skills such as math, reading and listening. Once you have assessed your skills, you can take lessons to improve your skills and match those skills to a particular job profile.

Basic Computers:

The Basic Computer Class Part 1 will include: Learning about basic computer hardware such as the monitor, mouse, and keyboard. The customer will learn typing tips, how to use the mouse, internet use, and will setup an email account.

The Basic Computer Class Part 2 will include: Learning shortcuts on the keyboard, how to save a document on WorkSource computers and how to email documents to employers. This course will include how to use an internet search engine such as Google.com to get driving directions to employer's locations. The course will also cover navigating the Go2WorkSource.com website to conduct job search.

The customer will need to bring a 3 ½ floppy disk or a USB thumb drive to class in order to practice saving and submitting documents through email and employer websites.